



JOB INFORMATION SHEET

POSITION REQUIRED	
VACANCY TYPE (PERMANENT/CASUAL/CONTRACT)	
AVAILABLE NUMBER OF POSITIONS CANDIDATE GENDER/ AGE	
NAME & ADDRESS OF THE COMPANY	
CONTACT PERSON / TELEPHONE	
BRIEF DESCRIPTION OF THE COMPANY (please ignore if Company Profile is already given)	
JOB DESCRIPTION	
EDUCATIONAL REQUIREMENTS	
EXPERIENCE REQUIREMENTS	
SKILL REQUIREMENTS	
SALARY/ RANGE OTHER BENEFITS OFFERED	
GENERAL WORKING HOURS	



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LOCATION OF THE JOB (IF DIFFERENT FROM H/O)	
REMARKS	